

## GENERAL APPLICATION INSTRUCTIONS

**Mandatory Practice Act.** Colorado has a mandatory practice act, which means that you may not practice as a Professional Engineer in this state without a Colorado license. Submission of this application does not guarantee licensure. Therefore, do not make life or career decisions based on the probability that you may receive a license. Plan ahead for the time it will take for us to receive all required documents and complete our evaluation.

**Basic Requirements.** Requirements for licensure are outlined in Section 12-25-101 of the Colorado Revised Statutes (C.R.S.) and the Board rules, specifically 4.0. Both can be found online at [www.dora.colorado.gov/professions/engineers](http://www.dora.colorado.gov/professions/engineers).

- Those applying to become Engineer Interns should refer to § 12-25-112, C.R.S.
- Those applying to become Professional Engineers should refer to § 12-25-114, C.R.S.

**About the Application.** This application is to be completed by you and returned to the Office of Licensing. All questions on the application are mandatory, and all supporting documents must be submitted with the application. You may copy as many forms as needed. Keep a copy of the completed application for your records. **The application and all accompanying forms (except the Affidavit of Eligibility) must be typed. Handwritten applications will be rejected.**

**Application Expiration.** Your application will be kept on file for one year from date of receipt in the Division. Your file and all supporting documentation will be purged if you do not submit required documents and complete your application process in one year. You will need to resubmit a new application packet and fee after that time.

**Social Security Number is Required.** Effective January 1, 2009, a Social Security Number is required for all licensees. The Division will consider an application to be incomplete when the applicant fails to submit their Social Security Number. Exceptions are made for foreign nationals not physically present in the United States and for non-immigrants in the United States on student visas who do not have a Social Security Number. These applicants must submit a signed Social Security Number Affidavit in lieu of a Social Security Number. The affidavit is available on our website at [www.dora.colorado.gov/professions/engineers](http://www.dora.colorado.gov/professions/engineers), or you may call (303) 894-7800 to request that one be mailed to you.

**Disclosure of Addresses.** Consistent with Colorado law, all addresses and phone numbers on record with the Division are public record and must be provided to the public when requested. It is your responsibility to keep your contact information current in our system. **Your email address is not open to public record, but must be provided in this application.** Any requests for additional information, license information and renewal notices will be emailed to the email address on record. If your email address is not current, it is possible you will not receive important information from the Division. You can change your contact information online by using Online Services at [www.dora.colorado.gov/professions/online services](http://www.dora.colorado.gov/professions/online services).

**Checking Your Application Status.** Visit Online Services at [www.dora.colorado.gov/professions/online services](http://www.dora.colorado.gov/professions/online services) to track your application from the date we log it in our database to the date your license is printed. Please allow us enough time to receive the application through the mail and enter your application into our database before you check the website. We recommend waiting at least 10 business days from date of mailing before checking the status of your application.

**License Expiration Grace Period for New Applicants.** All new applicants who are issued a license within 120 days of the upcoming renewal expiration date will be issued a license with the subsequent expiration date. For example, licenses issued between July 1, 2013 and October 31, 2013 will reflect a license expiration date of October 31, 2015. Licenses issued prior to July 1, 2013 will reflect an expiration date of October 31, 2013 and must renew in the upcoming renewal period.

- **Professional Engineer** licenses expire on October 31 in odd-numbered years and must be renewed to continue practicing.
- **Engineer Intern** enrollment is valid indefinitely or until a Professional Engineer license is issued. No enrollment numbers or certificates are issued.

## ADDITIONAL INFORMATION

**Examination Information.** The Board has contracted with the National Council of Examiners for Engineering and Surveying (NCEES) to provide exam administration services for Colorado exam candidates.

- Before you pay the exam fee and schedule for an examination, you must first receive written approval from the Board of your eligibility.

To be eligible for the **April exam**, your complete application must be received no later than **December 1**; to be eligible for the **October exam**, your complete application must be received no later than **June 1**.

- Once approved, it is your responsibility to schedule for the examination at [www.ncees.org/exams.php](http://www.ncees.org/exams.php).
- An examination fee is due to NCEES at the time you register to reserve your seat for an examination.
- You must take your exam within two (2) years from the date of Board approval (see Board Rule 4.3.2).
- Examination resources: Study guide materials and exam specifications are available at [www.ncees.org/exams/php](http://www.ncees.org/exams/php).

**Applicants with Disabilities.** Applicants who need modifications in the examination administration because of a disability should submit an ADA Request form, available online at [www.dora.colorado.gov/professions/ADA](http://www.dora.colorado.gov/professions/ADA), or you may call (303) 894-7800 to request that one be mailed to you. The ADA Request Form should be submitted at the same time as the application.

**Examination Schedule.** A complete listing of examination schedules for the next several years is available on the Licensee / Applicant Services web page for Professional Engineers at [www.dora.colorado.gov/professions/engineers](http://www.dora.colorado.gov/professions/engineers).

### Types of Examinations Offered by the Colorado Board.

- **Engineer Intern (EI) or Fundamentals of Engineering Exam (FE) – NCEES Exam.** The NCEES Fundamentals of Engineering (FE) exam is a Closed Book eight-hour, multiple-choice, supplied reference examination that is administered in two four-hour sessions. The afternoon session is offered in seven engineering areas of study. You are permitted to bring only an approved calculator(s) for use on the exam. On the day of the exam, you will be provided with a reference handbook. You may download a copy of the reference handbook by contacting NCEES online at [www.ncees.org](http://www.ncees.org).
- **Professional Engineer (PE) or Principles and Practice of Engineering Exam – NCEES Exam.** The NCEES Principles and Practice of Engineering (P&P) exam is an eight-hour, Open Book exam that is administered in two four-hour sessions. The exam is offered in a variety of engineering disciplines from which to choose. The exams are in a multiple choice response format. You may copy the specifications outlining any PE exam discipline by contacting NCEES online at [www.ncees.org](http://www.ncees.org).

**Application Approval.** An application that requires Board review, such as those where an applicant has answered “YES” to any of the screening questions will be reviewed at a Board meeting.

February is the last Board meeting that applications are reviewed for consideration for the April exam and August is the last Board meeting that applications are reviewed for consideration for the October exam. If your application is incomplete or is denied for any reason at the February or August Board meetings, your file will not be considered again by the Board until the next meeting. This could delay your exam by up to six months or up to one year if you plan to take a Professional Engineer Group II discipline exam.

If the application due date falls on a holiday or weekend day, the application must be in the Board office no later than the end of business on the previous working day that the office is open. For example, if you want to apply to take the April exam when the December 1<sup>st</sup> deadline falls on Sunday, your complete application must be received in the Board office by 5:00 p.m. on the previous Friday.

## APPLICANT CHECKLIST

**NCEES Council Record Holders:** Please refer to page 5 for application requirements and instructions.

**To apply for a Colorado Professional Engineer license or Engineer Intern enrollment:**

- ☐ **Complete the Application for Original License.** Return the completed application and all supporting documentation to the Office of Licensing.
- ☐ **Enclose the non-refundable application processing fee.** See the application for enrollment/licensure for current fees. Fees may be paid by check or money order drawn in U.S. dollars on a U.S. bank and made payable to **State of Colorado**. All fees are non-refundable and subject to change every July 1.
- ☐ **Complete and return the attached Affidavit of Eligibility Form (at the bottom of this document).** Pursuant to § 24-34-107, C.R.S., all applicants for licensure are required to complete and sign an Affidavit of Eligibility, and may also be required to provide a copy of a secure and verifiable document. *NOTE: This form may be handwritten.*
- ☐ **Provide documentation of any name change.** If your name has changed since you obtained a previously issued license, or if your name is different on any of your supporting documentation, you must provide a copy of the legal document verifying the name change (i.e., marriage license, divorce decree, or court order).
- ☐ **Provide proof of education.** Complete and submit the Transcript Request Form for each school from which you are seeking educational credit (refer to Board Rule 4.6 for further information on what education qualifies for credit). Have the institution return the transcript to you in a sealed envelope. Submit the transcript(s) in the original sealed envelope with your application, otherwise they will not be accepted.
  - If you do not wish to receive credit for college education, you do not need to submit college transcripts. However, at a minimum you must provide official documentation of high school graduation in a sealed envelope. You may use the Transcript Request Form to acquire such documentation.
  - If you do not have an Accreditation Board for Engineering and Technology (ABET) accredited engineering degree and you gained educational credit from more than one institution, you should submit transcripts from each educational institution attended.
  - Foreign-trained applicants: If you have engineering education from a non-U.S. or a non-Canadian Accreditation Board (CAB) program, you must contact NCEES Credentials Evaluations service at <http://ncees.org/credentials-evaluations/>. No other evaluations will be accepted. Allow plenty of time for this process, including ample time to acquire the appropriate forms, the official sealed documentation from the educational institution, a transcript translation if necessary, and a minimum of 8-10 weeks for the educational institution, a transcript translation if necessary, and a minimum of 8-10 weeks for the evaluation.
    - If you have a foreign degree for which you do not wish to receive credit, you do not need to have your degree evaluated. However, at a minimum you must provide official documentation of the equivalent of high school graduation in a sealed envelope. You may use the Transcript Request form to acquire such documentation.

### APPLICANT CHECKLIST (Continued)

- ☐ **Request to have license verification sent to the Board office.** Use the Colorado Verification of Professional Engineer Licensure Form.
  - If you took the Fundamentals of Engineering examination in one state and the Principles and Practice of Engineering in another state, you must submit verifications from both state boards. If you are not an active professional engineer in these states, you must provide a third verification from the state where you are currently licensed.
  - If you are applying for licensure as a Professional Engineer based on licensure by examination in another state, you must have taken the Principles and Practice of Engineering examination in a specific engineering discipline if you took it after April 1990.
  - If you are enrolled as an Engineer Intern in the State of Colorado, you do not need to complete this form or have your licensure history verified.
- ☐ **Complete an Engineering Experience Summary Form.** Using no more than three (3) pages of the form summarize all work experience in chronological order since completing high school. Refer to detailed instructions for completing the form. Submit the completed form with your application.
  - If you are applying for the Engineer Intern examination AND you have an ABET accredited engineering bachelor's degree, you do not need to complete this form or provide verifications of employment.
- ☐ **Complete an Engineering Experience Verification Form.** Use this form to acquire enough references to verify the minimum number of years of experience as required by the statute under which you are applying. Refer to detailed instructions for completing the form. Submit the references in their original **sealed** envelopes with your application.
  - If you are only applying for the Engineer Intern examination AND you have an ABET accredited engineering bachelor's degree, you do not need to complete this form or provide references from employment engagements.

**Return your completed application packet and all supporting documentation to:**

Division of Professions and Occupations  
**Office of Licensing—Professional Engineers / Engineer Interns**  
1560 Broadway, Suite 1350  
Denver, CO 80202

## APPLICANT CHECKLIST—NCEES COUNCIL RECORD HOLDERS

**Who are NCEES Council Record Holders?** NCEES Council Record Holders are those who have initiated a record directly with the National Council of Examiners for Engineering and Surveying in Clemson, SC ([www.ncees.org](http://www.ncees.org)), in order to facilitate acquiring licensure in multiple states. It is a record of the holder's license history and is updated each year. It contains copies of official transcripts, verification of exams and licensure by other state boards, a summary of work experience, verification of that experience, and references. **Because you have passed an NCEES examination and/or hold licensure in a state does not mean that you are a NCEES Council Record Holder unless you have specifically made application to NCEES.**

**To apply for a Colorado Professional Engineer license using your NCEES Council Record:**

- ☐ **Complete pages 1-4 of the application.** Indicate in the References section of the application that your NCEES Council Record has been requested.
- ☐ **Enclose the non-refundable application processing fee.** See the application for enrollment/licensure for current fees. Fees may be paid by check or money order drawn in U.S. dollars on a U.S. bank and made payable to **State of Colorado**. All fees are non-refundable and subject to change every July 1.
- ☐ **Complete and return the attached Affidavit of Eligibility Form (at the bottom of this document).** Pursuant to § 24-34-107, C.R.S., all applicants for licensure are required to complete and sign an Affidavit of Eligibility, and may also be required to provide a copy of a secure and verifiable document. *NOTE: This form may be handwritten.*
- ☐ **Have your NCEES Council Record sent to the Board.**

**Foreign-Degreed NCEES Council Record Holders must also:**

- ☐ Contact the NCEES Credentials Evaluations service at <http://ncees.org/credentials-evaluations/> for an application to initiate the evaluation of your degree. No other evaluations will be accepted. Allow plenty of time for this process. At a minimum, the evaluation may take 8-10 weeks.

**Return your completed application packet and all supporting documentation to:**

Division of Professions and Occupations  
**Office of Licensing—Professional Engineers / Engineer Interns**  
1560 Broadway, Suite 1350  
Denver, CO 80202

## ENGINEERING EXPERIENCE SUMMARY FORM – INSTRUCTIONS

**A completed sample of this form is included for your reference.**

**Summarize and submit all experience on no more than three (3) pages of the Engineering Experience Summary Form.** Summaries longer than three pages will be returned and may delay your application. List your work experience since completing high school in chronological order and do not overlap time.

- Example: If your first job after high school started on 6/1/96 and ended on 10/18/98, it should be listed first as 6/96 to 10/98; and if your second job started 10/20/98 and ended on 4/5/00, it should be listed second as 11/98 to 3/00; the next job, if begun immediately would be listed third as starting 4/00.

In the main column, list your title, the company name, and a detailed description of your responsibilities for each employment engagement since you completed high school. Be concise and explicit. Do not leave gaps of time in your experience; indicate if you were in school, the military, unemployed, sick, traveling, etc. If an engagement was less than full-time employment, clearly note that at the beginning of the description and in the number of hours worked.

Explain your responsibilities specifically in terms of your direct experience, e.g. “I designed...”; “I was responsible for the development of ...”; **not** “I was involved with...” or “I participated in ...” The Board will be evaluating the development and extent of your engineering skill, knowledge, and responsibility. Explaining how your engineering skills and responsibilities have increased during your years of experience is helpful. Please include types of design work, calculations done and types of projects worked on.

Each employment engagement must be divided into a percentage of time spent in the following areas listed on the Engineering Experience Definitions on the following page and must total 100%.

Using the Engineering Experience Definitions on the next page, enter the percentage of time spent on that type of work in the corresponding column. **Provide these definitions to your reference for review when completing your verification.**

Finally, list your supervisor's name, licensure status (e.g. P.E.), company title, and name of company for each employment engagement. It is preferable that this be the person who verifies your experience on the Engineering Experience Verification Form. If your supervisor has changed companies since a specific employment engagement, do not use their current job title on the summary form. List the job title at the time of supervision.

For work experience gained under a supervisor who is not a licensed engineer, it is helpful to provide the name of the licensed engineer in charge. This is not applicable when the employer is a local or federal governmental entity or a company whose products or services do not include engineering services.

**The description of your experience on the Engineering Experience Summary Form MUST be the same as what is shown on your Engineering Experience Verification Form.** (If you are using the fill-in form, the easiest way to accomplish this is by copying and pasting the information from one form to another.)

## ENGINEERING EXPERIENCE SUMMARY FORM – INSTRUCTIONS (Continued)

### **Note:**

- Work experience that is required in order to be qualified for an exam or licensure must have been gained at the time the application is submitted (see Board Rule 4.6.3).
- Work experience gained while a full-time undergraduate student – whether through a cooperative experience, summer job, part-time job, or full-time job – will not be counted (see Board Rule 4.6.4).
- Experience gained as part of obtaining a graduate degree will not be counted in addition to the credit given for the degree, e.g. research performed as the basis of a master's or a doctoral thesis (see Board Rule 4.6.1.8).
- Technician experience gained as entry-level experience may be counted at the discretion of the Board (see Board Rule 4.6.1.9).
- Work experience with one employer of less than six (6) months continuous duration will not be counted (see Board Rule 4.6.5).
- Employment experience used to gain licensure for another license, e.g., Professional Land Surveyor, will not be credited again as employment for gaining licensure as a Professional Engineer (see Board Rule 4.6.6).

**Do not submit an application if you do not have the experience required to qualify for licensure by the time you submit the application and the application deadline.** If you submit an application for which you have less than the experience required to qualify for licensure, e.g. you have three years and ten months experience instead of four years, your application will be denied and it will NOT be re-reviewed prior to the upcoming exam, even if you submit verification of additional experience after the deadline for that exam. Your application will be re-reviewed with the additional verified experience for the following examination.

**Do not submit resumes in lieu of completing the Engineering Experience Summary Form. Do not submit samples of your work with your application.**

## ENGINEERING EXPERIENCE DEFINITIONS

**Engineering Technician Experience** – The difference between engineering technician experience and engineering experience can be summarized in the following:

- **Technician** – The technician conducts routine tests and calculations, presents data in a reasonable format, and carries out operational tasks following well-defined procedures, methods, and standards.
- **Engineer** – The engineer must plan and predict, analyze, and evaluate, as well as be able to judge systems and components with respect to their relation to health, safety, and welfare of people and to loss of property.
- **Engineering** is the utilization of mathematical and natural sciences gained by study, experience and practice, and is applied with judgment to develop ways to utilize, economically, the materials and forces of nature for the benefit of mankind.

**Design Engineering Experience** – Design engineering employs knowledge of the mathematical and natural sciences gained by study, experience, technical competence, and practice that is applied with engineering judgment, to develop ways to utilize economically the materials and forces of nature for the benefit of mankind.

**Project Engineering Experience** – Project engineering utilizes organization, management, and planning to coordinate the design of the entire project, from conception to final design. The project engineer must have the design knowledge as well as management capabilities and communication skills to exercise independent judgment and coordinate with the staff to complete the project.

**Engineering Management Experience** – Engineering management involves the coordination of planning, scheduling, budgeting, and supervision of engineering activities. This includes coordination of staff, project control, and risk assessment in the utilization of sound engineering judgment.

**Other** – This is any activity that is not directly the practice of engineering as defined above that *may* be credited. Those tasks could include, but are not limited to, sales and marketing, equipment maintenance, inspections to assure code compliance, contract administration, construction estimating, etc.

**Please Note: The Board has discretion in what constitutes appropriate qualifying experience.**

## ENGINEERING EXPERIENCE VERIFICATION FORM – INSTRUCTIONS

**Complete page 1 of the Engineering Experience Verification Form and insert your name at the top of page 2 for each of the work engagements that you are having verified.**

Give the form, a copy of the Engineering Experience Definitions, and a business size envelope to the individual you have chosen as a reference to complete page 2.

Your reference **MUST** place the completed Engineering Experience Verification Form into the envelope, seal the envelope, and sign across the back flap of the envelope.

**The description of your experience on the Engineering Experience Verification Form for the time being verified MUST be the same as what is shown on your Engineering Experience Summary Form.**

**Note:**

- It is permissible to submit overflow pages as part of the verification form in order to submit the same experience description shown on the Engineering Experience Summary Form.
- One reference that can verify the entire time you were employed at a particular company is sufficient for that engagement. If your reference did not know of your work during your entire tenure or did not review your work directly, additional verification is necessary.
- Your reference must have had direct knowledge of your performance at the time of your engagement.
- For your current work engagement, the last month for which you are requesting credit will be counted if your reference signs the Engineering Experience Verification Form on or after the 15<sup>th</sup> of that month.
- You must have work experience verified that was gained within the 12 months prior to submitting your application, whether or not it was engineering experience (see Board Policy 40.11).
- It is preferable that the references that you use were your supervisors for the engagement being verified and are licensed engineers.

Have enough references to verify the minimum number of years of experience as required by the statute under which you are applying. Those applying to become Engineer Interns should refer to § 12-25-112, C.R.S., and those applying to become Professional Engineers should refer to § 12-25-114, C.R.S., in order to determine which section applies.

**You will only get credit for this experience if this form is completely filled out and it is received from you, with your application, in the original sealed envelope signed by the reference on the back.**

## INSTRUCTIONS AND TIPS FOR USING FILL-IN FORMS

**The application and all accompanying forms (except the Affidavit of Eligibility) must be typed. Handwritten applications will be rejected.** To help you accomplish this, we have developed Microsoft Word fill-in forms (you must have Word on your computer in order to use these forms).

The documents can be found on the Licensee / Applicant Services web page for Professional Engineers at [www.dora.colorado.gov/professions/engineers](http://www.dora.colorado.gov/professions/engineers). After you locate the document you want on our website, follow these steps:

- On your Internet browser's standard menu bar, click on "File, Save As" and save the document to your computer.
- To move through fields, use the "TAB" key to move forward or "SHIFT, TAB" to move backward.
- For a checkbox, click within the box to add an "X" mark or simply hit the "X" key. Follow the same steps to remove an "X" if you made an error.
- Most fields are restricted in length. If you run out of room while typing, try to edit or abbreviate your words.
- When entering data into both the Engineering Experience Summary Form and the Engineering Experience Verification Form, be sure to keep separate engagements lined up together as shown in the sample form. Use the "ENTER" key within each field to move a column entry down to line up with related data.
  - Note: The table is sized to fit on one page and will not expand. Do not continue typing beneath the bottom line; your text will not be seen. Instead, you should continue on a second or third page.
- Remember to save your work frequently.

**Additional fill-in forms for all attachments are located on the Board's website.**

# ENGINEERING EXPERIENCE SUMMARY FORM

ALL INFORMATION MUST BE TYPEWRITTEN ON NO MORE THAN THREE (3) PAGES.

APPLICANT NAME: Leslie G. Smith

Page 1 of  
3 pages

| Dates of Work<br>In<br>Chronological<br>Order<br><br>(Do Not<br>Overlap) |              | List<br>Your Title,<br>Company Name and<br>Your Responsibilities for All Jobs<br>Since Completing High School<br><br>ACCOUNT FOR ALL GAPS IN EMPLOYMENT<br>(e.g. school, unemployed, traveling, etc.)   | 1. Technician Experience<br>2. Design Experience<br>3. Project Engineering<br>4. Engineering Management<br>5. Other<br>See Engineering Experience Summary<br>Form Instructions<br>Enter each column as a <i>percentage</i> of<br>experience for that position.<br>All five columns must total 100% for<br>each position |     |     |     |     | Supervisor Name,<br>Licensure Status,<br>Title and Company    |
|--|--------------|---|---|-----|-----|-----|-----|---|
| From:<br>mo/yr   | To:<br>mo/yr |   | (1)   | (2) | (3) | (4) | (5) |   |
| 1/91   | 9/92         | <p>Engineer Intern – ABC Associates, Inc.<br/>My responsibilities ranged from the calculation of building heating and cooling loads and the selection of HVAC equipment to the compilation of cost estimates and construction administration duties.</p> <p>Specifically, I calculated building heating and cooling loads manually and with computer modeling programs. I evaluated different HVAC systems to determine the most cost effective for the building under design, and I selected and laid out the HVAC equipment, ductwork, hydronic piping systems and central heating and cooling plants. Additionally, I compiled mechanical specifications, coordinated with electrical, structural, civil and architectural disciplines, compiled cost estimates and reviewed bids from contractors.</p> <p>During construction administration, I reviewed shop drawings and submittals to determine compliance with the construction documents, made site visits to view the level and quality of work completed, wrote site visit reports, and conducted the final “punch listing” of projects.</p> | 15%   | 85% |     |     |     | Joseph A. Ward, PE<br>Project Manager<br>ABC Associates       |
| 10/92  | 1/95         | <p>Project Engineer – Energy Analysis Corp.<br/>In this performance contracting company, my responsibilities consisted of the analysis, recommendation, design, and implementation of energy conservation measures to the existing facilities in order to reduce utility costs.</p> <p>I conducted extensive surveys of existing buildings in order to identify and catalog all HVAC equipment, lighting, and controls systems. I collected historical data from utility billings of each building’s energy consumption, i.e. electricity, natural gas, water, etc. I constructed computer models of each facility in order to simulate the energy usage of each building and to determine the contributions of various systems (HVAC, lighting, process, etc.) to the total energy consumption.</p>  | 5%  | 85% | 10% |     |     | Rob Connardie, PE<br>Project Manager<br>Energy Analysis Corp. |

SAMPLE

# ENGINEERING EXPERIENCE SUMMARY FORM

ALL INFORMATION MUST BE TYPEWRITTEN ON NO MORE THAN THREE (3) PAGES.

APPLICANT NAME: Leslie G. Smith

Page 2 of

3 pages

| Dates of Work In Chronological Order<br>(Do Not Overlap) |           | List Your Title, Company Name and Your Responsibilities for All Jobs Since Completing High School<br><br>ACCOUNT FOR ALL GAPS IN EMPLOYMENT (e.g. school, unemployed, traveling, etc.)   | 1. Technician Experience<br>2. Design Experience<br>3. Project Engineering<br>4. Engineering Management<br>5. Other<br>See Engineering Experience Summary Form Instructions<br>Enter each column as a <i>percentage</i> of experience for that position.<br>All five columns must total 100% for each position |     |     |     |     | Supervisor Name, Licensure Status, Title and Company         |
|--|-----------|--|--|-----|-----|-----|-----|--|
| From: mo/yr  | To: mo/yr |  | (1)  | (2) | (3) | (4) | (5) |  |
| 2/95   | 8/95      | <p>I evaluated the energy savings of various mechanical, electrical, and controls measures in order to determine the effect on total building energy consumption and the financial payback of implementing each measure and/or a combination of various measures.</p> <p>I developed an energy conservation plan for each facility and compiled all necessary specifications and construction drawings in order to bid the installation of the energy conservation measures.</p> <p>During the construction phase, I reviewed shop drawings and submittals, coordinated with mechanical, electrical, and controls contractors in the installation of the work as the Construction Manager and acted as a liaison between the Owner and the Contractors.</p> <p>Project Manager – Acme Controls Inc.<br/>As a Project Manager in the Performance Contracting Division, I oversaw the design and installation of energy conservation measures designed to reduce the total energy consumption of a client's facilities.</p> <p>During the design phase of a job, I supervised the building energy surveys in order to document all HVAC equipment, lighting, and control system information. I analyzed total utility usage and modeled utility usage, then determined the effect of implementing various energy conservation measures on utility usage. I also worked closely with the client during this phase in order to determine the most viable energy conservation program based on the needs and limitations of the client, e.g. economic, timeline, etc. I also oversaw the writing of the final energy analysis reports and the compilation of the design documents to be used during the construction process.</p> |  | 80% | 10% |     | 10% | Scott Suissenn, PE<br>Project Manager<br>Acme Controls, Inc. |

SAMPLE

# ENGINEERING EXPERIENCE SUMMARY FORM

ALL INFORMATION MUST BE TYPEWRITTEN ON NO MORE THAN THREE (3) PAGES.

APPLICANT NAME: Leslie G. Smith

Page 3 of  
3 pages

| Dates of Work In Chronological Order<br>(Do Not Overlap) |           | List Your Title, Company Name and Your Responsibilities for All Jobs Since Completing High School<br><br>ACCOUNT FOR ALL GAPS IN EMPLOYMENT (e.g. school, unemployed, traveling, etc.)   | 1. Technician Experience<br>2. Design Experience<br>3. Project Engineering<br>4. Engineering Management<br>5. Other<br>See Engineering Experience Summary Form Instructions<br>Enter each column as a <i>percentage</i> of experience for that position.<br>All five columns must total 100% for each position |     |     |     |     | Supervisor Name, Licensure Status, Title and Company       |
|--|-----------|--|--|-----|-----|-----|-----|--|
| From: mo/yr  | To: mo/yr |  | (1)  | (2) | (3) | (4) | (5) |  |
| 9/95   | 10/95     | Unemployed.  |  |     |     |     |     | Theodore McClaskey, PE<br>Principal<br>UVL Engineers Corp. |
| 11/95  | 11/99     | <p>Project Mechanical Engineer – UVL Engineers Corp.<br/>As a Project Engineer at an engineering consulting firm, my responsibilities encompass all aspects of a job from the schematic design phase through construction administration services and the turnover to the Owner.</p> <p>During the design phase of a project, I size, select, and layout the mechanical systems, including air handling units (single zone, VAV, multizone, etc.), ductwork (high and low pressure), hydronic piping (chilled and hot water), plumbing systems and central heating and cooling plants.</p> <p>During the construction administration phase, I review shop drawings and submittals to verify compliance with contract documents, assist the contractors and Owners by answering questions pertaining to the contract documents and conduct field engineering in order to resolve conflicts which arise in the field or remedy errors in the contract documents. I also perform punchlisting of buildings and assist the Architect in the final turnover of the buildings to the Owners at the end of the project.</p> |  | 60% | 30% |     | 10% |  |
|  |           | <p>Senior Mechanical Engineer – UVL Engineering Corp.<br/>In addition to the above responsibilities on 1-2 projects, I am responsible for supervising 3 project engineers and support personnel ensuring that proper coordination occurs on those projects, including oversight of planning, scheduling, and budgeting on those projects.</p>  |  | 30% | 30% | 30% | 10% |  |

SAMPLE

## IMPORTANT NOTICE

**TO:** All Applicants

**FROM:** Director of the Division of Professions and Occupations

**SUBJECT:** Licensure and Criminal History

Thank you for your interest in becoming a licensed\* professional within the Division of Professions and Occupations. Before you submit your application, please be aware of a few facts regarding criminal conduct, convictions, and disciplinary actions in other states.

The mission of the Division of Professions and Occupations is “public protection through effective licensure and enforcement.” One way the Division safeguards consumers is by issuing licenses to fully qualified, competent, and ethical applicants.

During the licensing process – and depending on the specific application – the Division may ask whether you have ever been disciplined in any state, arrested, charged, convicted, or pled guilty to a crime. An arrest, subsequent criminal conviction, or disciplinary action is not an automatic disqualification from licensure. Rather, the appropriate board or program will look at the facts surrounding the criminal conduct and disciplinary action in addressing your license application. You should know that licensure is a privilege, not a right. One thing you must do to obtain the privilege is to be complete and accurate in disclosing information on your application.

Be sure to list all relevant complaints, disciplinary actions, arrests, charges, or convictions in response to the appropriate licensure questions. **Failure to fully and accurately disclose requested criminal history information, alone, could constitute grounds for denial of your application or revocation of your license.** When requested, you must include information regarding prior conduct. This remains the case when the conduct is seemingly unrelated to the activities of a profession, and when the conduct involves deferred sentences or judgments.

Remember, even following licensure, you are still required to notify your professional licensing board or program about subsequent convictions and disciplinary actions in other states.

Please be aware that the Division conducts audits of its licensing database against several criminal and national disciplinary databases. This allows the Division to verify the truthfulness of your application and track subsequent criminal and disciplinary conduct after initial licensure. Keep in mind, your license will not necessarily be revoked, or your application denied, if you have been disciplined, arrested, charged or convicted. But, you will most likely be denied or revoked if you fail to disclose requested information.

*\*The word "license" is used as a general term. While most of the professions and occupations are licensed, others may be registered, certified, or listed. For precise terminology and requirements related to a profession or occupation, please consult the [website](#) of the appropriate board or program.*



**Colorado Department of Regulatory Agencies**  
Division of Professions and Occupations  
1560 Broadway, Suite 1350  
Denver, CO 80202

**Licensee/Applicant Full Legal Name**

| Last | First | Middle | Suffix |
|------|-------|--------|--------|
|      |       |        |        |

**Colorado Professional or Occupational License/Certification/Registration Number:** \_\_\_\_\_  
(if already licensed)

**Professional or Occupational License/Certification/Registration type applying for:** \_\_\_\_\_

**AFFIDAVIT OF ELIGIBILITY**

Pursuant to H.B. 06S-1009, C.R.S. 24-34-107, ALL applicants for original licensure\* or licensees renewing or reinstating a current Colorado license after January 1, 2007 are required to complete and sign this Affidavit of Eligibility.

*\*The word "licensure" is used as a general term. While most of the professions and occupations are licensed, others may be certified, registered, or listed. For precise terminology and requirements related to a profession or occupation, please consult the website of the appropriate board or program.*

**Section A: LAWFUL PRESENCE in the United States**

1. ☐ I am a U.S. citizen. Check one of the acceptable secure and verifiable documents in Section B that applies and fully complete the information requested. Complete documentation must be provided upon request.
2. ☐ I am not a U.S. citizen, but I am lawfully present in the U.S. and authorized by the Department of Homeland Security to be employed in the U.S. Check one of the acceptable secure and verifiable documents in Section B that applies and fully complete the information requested. Complete documentation must be provided upon request.
3. ☐ I am not physically present in the U.S. under 8 U.S.C. sec. 1621 (c)(2)(c) or employed in the U.S. pursuant to 8 U.S.C. sec. 1621 (c)(2)(a). Check one option, a or b below, then skip to Section C. (Do not complete Section B.)
  - a. ☐ I am a U.S. citizen, not physically present or employed in the United States.
  - b. ☐ I am a Foreign National, not physically present or employed in the United States.

**Section B: SECURE AND VERIFIABLE DOCUMENTS**  
Select ONE document in this section if you checked 1 or 2 in Section A.

| Government Issued Identification                                      | Name of state agency or federal agency that issued the document | Full name as shown on driver's license or state/federal issued ID | License/ID Number | Expiration Date (mm/dd/yyyy) |
|---|---|---|-------------------|------------------------------|
| <input type="checkbox"/> Driver's license or permit                   |   |   |                   |                              |
| <input type="checkbox"/> Government issued ID card                    |   |   |                   |                              |
| <input type="checkbox"/> Valid U.S. military ID/common access card    |   |   |                   |                              |
| <input type="checkbox"/> Colorado Department of Corrections inmate ID |   |   |                   |                              |
| <input type="checkbox"/> Tribal ID card                               |   |   |                   |                              |
| <input type="checkbox"/> U.S. passport                                |   |   |                   |                              |
| <input type="checkbox"/> Certificate of Naturalization                |   |   |                   |                              |

**Section B: SECURE AND VERIFIABLE DOCUMENTS (continued)**

| <b>Government Issued Identification</b>   | <b>Name of state agency or federal agency that issued the document</b> | <b>Full name as shown on driver's license or state/federal issued ID</b> | <b>License/ID Number</b>                          | <b>Expiration Date<br/>(mm/dd/yyyy)</b> |  |
|---|--|--|---|---|--|
| <input type="checkbox"/> Certificate of (U.S.) Citizenship  |  |  |   |   |  |
| <input type="checkbox"/> Valid Temporary Resident card  |  |  |   |   |  |
| <input type="checkbox"/> Valid I-94 issued by Canadian government   |  |  |   |   |  |
| <input type="checkbox"/> Valid I-94 with refugee/asylum stamp   |  |  |   |   |  |
| <input type="checkbox"/> Valid I-766 (Employment Authorization Card)  |  |  | <b>Issuing federal agency:</b>                    |   |  |
| <b>Name on card</b>   |  | <b>Alien Number (A#)</b>   | <b>Card Number</b>                                | <b>Valid from<br/>(mm/dd/yyyy)</b>      | <b>Expires<br/>(mm/dd/yyyy)</b>        |
|   |  |  |   |   |  |
| <input type="checkbox"/> Valid I-551 (Resident Alien or Permanent Resident Card)  |  |  | <b>Issuing federal agency:</b>                    |   |  |
| <b>Name on card</b>   |  | <b>Alien Number (A#)</b>   | <b>Country of birth</b>                           | <b>Card expires<br/>(mm/dd/yyyy)</b>    | <b>Resident since<br/>(mm/dd/yyyy)</b> |
|   |  |  |   |   |  |
| <input type="checkbox"/> Valid foreign passport with an unexpired visa with proper classification for work authorization, and an unexpired I-94       |  |  |   |   |  |
| <b>Issuing foreign country</b>  | <b>Passport Number</b>   | <b>Visa Number</b>   | <b>Visa Class<br/>(ex.: J-1, P-1, H-1B, etc.)</b> | <b>Date of entry<br/>(mm/dd/yyyy)</b>   | <b>Until date<br/>(mm/dd/yyyy)</b>     |
|   |  |  |   |   |  |
| <input type="checkbox"/> Valid foreign passport bearing an unexpired "Processed for I-551" stamp or with an attached unexpired "Temporary I-551" visa |  |  |   |   |  |
| <b>Issuing foreign country:</b>   |  |  | <b>Passport Number:</b>                           |   |  |

**Section C: ATTESTATION**

- I understand that this sworn statement is required by law because I have applied for or hold a professional or commercial license regulated by 8 U.S.C. sec. 1621. I understand that state law requires me to provide proof that I am lawfully present in the United States when asked as well as submission of a secure and verifiable document. I may also be required to provide proof of lawful presence.
- I understand that in accordance with sections 18-8-503 and 18-8-501(2)(a)(I), C.R.S., false statements made herein are punishable by law. I state under penalty of perjury in the second degree, as defined in 18-8-503, C.R.S. that the above statements are true and correct.
- I am the person identified above and the information contained herein is true and correct to the best of my knowledge. I understand that under Colorado law, providing false information is grounds for denial, suspension or revocation of a license, certificate, registration or permit.
- I understand that the above information must be disclosed to the Department of Regulatory Agencies upon request and is subject to verification.

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Print Full Legal Name

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Signature (Full Name)

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Date